

**STATE OF VERMONT
GRANTS COMMITMENT FORM
JUNE 30, 2014**

Grant Commitment Form – CAFR-7

If your business unit has expenditures charged against any of the account numbers used for grants which begin with 550% or (6% for AHS) then you must complete the CAFR7 Grant Commitment Form. The purpose of the form is to report by department the total amount of grants and/or loans committed to entities outside of State government. Grant Commitments include sub-grants awarded from federal or other outside grant funding sources, and grants awarded using state funds (such as general and special funds). Loans are reportable in the same way as a grant.

Do not include grants awarded to other State of Vermont business units, lease commitments, litigation liabilities, settlement claims or contract obligations in any section of this form.

New for 2014:

The CAFR7 is now a summarized form for each Business Unit and detailed grant awards by fund are no longer reported as they were in prior years. However, as you prepare the report, it will likely be necessary for you to review detailed grant awards and payments using the suggested queries below.

Files Required: [Forms | Department of Finance & Management](#)

CAFR7 Grant Commitment Form
CAFR7 Grant Commitment Instructions
CAFR 7 Grant Balances

Files showing account detail to be used for reconciling items:

CAFR7 GRANT AWARDS (Query: CAFR7_AWARDS and CAFR7_PY_AMEND)
CAFR7 CASH EXPENDITURES (Query: VT_ACCOUNT_EXP_ALLFIELDS_DTL_C)
CAFR7 ACCRUAL EXPENDITURES (Query: VT_ACCOUNT_EXP_ALLFIELDS_DTL)

Optional

Query – VT_AP_ACCR_EXPENDITURE_DST: To reconcile grant award number to grant invoice number for expenditures reported on accrual basis.

Instructions:

- 1) Complete the header section: Select the Expenditure Basis of Cash or Accrual. The basis should be accrual unless cash basis is used for SEFA reporting.
- 2) Complete the remaining sections as defined below:

Do not modify shaded cells in any section of this form.

Section I – Reconciliation of Beginning Balance

Reconcile the ending balance reported from the prior year to the beginning balance reported for current fiscal year.

A.1: Enter the CAFR Outstanding Balance 6/30/2013 from the CAFR7 Grant Balances worksheet on the F&M website.

A.2: Enter the beginning balance per departmental records. The beginning balance is the FY2013 ending CAFR balance above less any adjustments to original grant obligations to date.

A.3: This is calculated from A1 minus A2. Do not modify this cell.

B: Enter explanations for the variance calculated on line A.3. Insert as many rows as necessary. Show supporting detail by grant number on the Section I tab.

Acceptable explanations may include adjustments due to amendments of prior year awards, elimination of ending balances of closed out grants, reductions due to penalties, etc.

Run the query CAFR7_PY_AMEND to get a list of all prior year awards that were amended during the fiscal year, as entered in VISION. This will help you determine the adjusted beginning balance.

Final Unexplained Variance must be \$0

Section II – Reconciliation of Awards

Reconcile grant awards reported in the Grant Tracking module to the awards reported on CAFR7.

A.1: Enter the number of awards issued and dollar value of grant awards from the CAFR7 Grant Balances worksheet on the F&M website.

Note: To obtain the detail needed for completing the reconciliation, run the CAFR7_Awards query. It prompts for fiscal year beginning and ending dates and will return the following grant awards:

- Awards entered in the module that were issued during the current fiscal year and have a start date during the current or prior fiscal year
- Awards issued in a prior fiscal year that have a start date during the current fiscal year
- It does not include awards issued during the current fiscal year that have a start date in a future fiscal year

A.2: Enter the awards issued during SFY 2014 according to departmental records. These should include all grants/loans to entities outside of State government only. Include all new grants awarded and executed during SFY2014, even if the start date was back-dated to a prior year. *Amendments to prior year grants should be reported as adjustments to the beginning balance in Section I.*

A.3: This is calculated from A1 minus A2. Do not modify this cell.

B: Enter explanations for the variance calculated on line A.3. Insert as many rows as necessary. *Show the grant adjustments on Section II tab.*

Note: The query will include awards granted to other state agencies which are omitted from the CAFR7. Therefore, if your business unit awards funds to other state agencies, you will need a reconciling item for this variance.

If there are awards that have not yet been entered into the Grant Tracking module, they must be entered as soon as possible. There are numerous reporting requirements for grants that are generated from the Grant Tracking module and it is imperative that it be complete with all awards from all sources.

Final Unexplained Variance must be \$0

Section III – Reconciliation of Expenditures

Reconcile expenditures reported in VISION to amount reported on CAFR7 Form.

A.1: Enter the grants expended from the CAFR7 Grant Balances worksheet on the F&M website.

Note: The detail can be obtained by running either the VT_ACCOUNT_EXP_ALLFIELDS_DTL or the VT_ACCOUNT_EXP_ALLFIELDS_DTL_C query for accounts 550% (and 6% for AHS).

Enter the total expenditures in these accounts from the query. (Use the accrual query version unless you grant Federal funds and your SEFA is reported on a cash basis.)

A.2: Enter the grants/loans expended in SFY 2014 on a cash or accrual basis per departmental records. If your Business Unit expends Federal grants reported on the SEFA, the basis should match the SEFA, otherwise, the basis should be accrual. Do not include payments to other State of Vermont business units. Expended includes all payments (from all funds) made against those grants awarded in FY 2014 as well as against those awards issued in prior fiscal years.

A.3: This is calculated from A1 minus A2. Do not modify this cell.

B: Enter explanations for the variance calculated on line A.3. Insert as many rows as necessary. Show the transactions from VISION supporting the adjustments on the Section III Tab.

Note: Grant expenditures to other State of Vermont business units and non-grant expenditures are included in the expenditure query and will need to be removed from the total with the variance explained in the reconciling items section.

The query VT_AP_ACCR_EXPENDITURE_DST can be helpful in reconciling the grant award number from the Grant Tracking module to the grant invoice number for expenditures reported on accrual basis.

Unexplained Variance should equal 0.

Section IV – CAFR7 SUMMARY

Do not modify cells in this section. Summary data comes from the sections above.

Items to Review Before Submitting CAFR7

- ☐ Verify that the Expenditure Basis (Cash or Accrual) is checked in the header of the form. The basis should be accrual unless cash basis is used for SEFA reporting.
- ☐ Outstanding grant balances as of 6/30/2014 should be equal to or greater than 0. (Total expenditures against an award should not exceed the award amount without an amendment.)
- ☐ Review expenditures by invoice number and compare to grant awards by grant number to verify that all awards have been entered in the Grant Tracking module.
- ☐ Confirm that all non-grant expenditures in accounts 550% or 6% are shown as reconciling items.
- ☐ Confirm that all payments to other State of Vermont business units are shown as reconciling items.
- ☐ All unexplained variances should equal zero.
- ☐ In Section IV, Line F should be True.
- ☐ Complete the certification form prior to submitting.